



UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA
WASHINGTON, DC 20001

CHAMBERS OF
RICHARD W. ROBERTS
CHIEF JUDGE

JOB OPPORTUNITY

Announcement Number: 14-DC-01

Position Title: ADMINISTRATIVE ASSISTANT TO THE CHIEF JUDGE

Grade/Salary Range: JSP-11/12/13 (\$63,091 - \$116,901)
(Depending upon qualifications and experience)

Position Location: Washington, DC

Open Date: August 26, 2014

Closing Date: September 30, 2014 or Until Filled

How to Apply: To be considered for this excepted service, "at will" position, applicants are required to submit the following:

- ▶ Cover letter
- ▶ AO-78, Federal Judicial Branch Application for Employment (can be downloaded from www.uscourts.gov)
- ▶ Resume detailing all relevant education, experience, and skills

Only applicants selected for an interview will be notified and must travel at their own expense.

Applications may be mailed or hand-delivered to:

United States District Court
Attn: Human Resources
333 Constitution Avenue, NW, Suite 2718
Washington, DC 20001-2866
Reference Announcement: **#14-DC-01**

or e-mailed to: jobs@dcp.uscourts.gov

Agency Contact Person: Marion L. Boulden
Human Resources Supervisor
(202) 565-1355

OVERVIEW:

The Administrative Assistant to the Chief Judge reports directly to the Chief Judge of the United States District Court for the District of Columbia and is responsible for assisting the Chief Judge and other judges by reducing the various administrative demands placed upon them. The position works in partnership with the Clerk of Court and Clerk's Office staff.

DUTIES AND RESPONSIBILITIES:

1. Support and advise the Chief Judge on management and administration of the Court, with a focus on judicial officers, Court policy and Court governance.
2. As Secretary to the monthly Executive Sessions of the judges, develop the agenda, coordinate decision-making activities, and ensure execution of decisions made at the meetings.
3. Staff and manage merit selection panels to appoint magistrate judges, staff various ad hoc committees, and coordinate hiring of unit executives.
4. Serve as the Court's spokesperson and media liaison. Duties include responding to frequent media inquiries, issuing press statements and announcements, coordinating all media and crowd control issues for high profile proceedings, and serving as the Court's representative to the media, other courts, Federal agencies, the Bar and the public.
5. Staff and manage the Court's Committee on Grievances. This includes staffing monthly meetings of the Committee and, based on decisions made there, drafting correspondence, proposed orders and briefing memoranda for the Court's Disciplinary Panel. Maintain the Court's attorney discipline database and case files.
6. Brief and conduct tours for frequent international visitors and student groups.
7. Assist the Chief Judge with various external correspondence with the U.S. Judicial Conference, the Administrative Office and others, and internal Court communications, written Court policies and plans, grand jury charges, etc.
8. Maintain the calendar for judicial officer assignments for emergency, motions and recess duty.
9. Work with the Clerk of Court on planning and executing special events, such as investitures, portrait presentation ceremonies, memorial services, and other special events.
10. Coordinate the use of courthouse space (courtrooms, atrium and cafeteria) by outside groups, including arrangements for trial support rooms, caterers, photographers, etc. Manage parking for judges, chambers staff and visitors.
11. Work with the Clerk of Court to orient new judges appointed to the Court.
12. Serve as the Court's Employment Dispute Resolution and Sexual Harassment Coordinator.
13. Serve as a member of the Circuit's Court Security Committee, the Circuit's Facility Security Committee and various Court committees. Serve as liaison to the Department of Justice's Litigation Security Section for handling classified information and security clearances of Court staff.
14. Plan the annual judges' dinner and coordinate periodic group photographs of the judges.

15. Supervise and direct work performed by staff supporting the Administrative Assistant to the Chief Judge.
16. Perform other duties as assigned.

QUALIFICATIONS:

To qualify for the position of Administrative Assistant to the Chief Judge, a person must possess a bachelor's degree from an accredited college or university in public, business, or judicial administration (or a related field). The successful candidate must also possess the following experience:

JSP Grade Level	Years of General Experience	Years of Specialized Experience	Total Years of Experience
11	3	3	6
12*	3	4	7
13*	3	5	8

* For promotions to the JSP 12 and above, one (1) year of required experience must be at or equivalent to the next lower grade in Federal service.

General Experience:

At least three (3) years of progressively responsible administrative experience in public service or business, which provides evidence that the candidate has (1) a good general understanding of the administrative practices necessary to accomplish the work of the organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to maintain confidentiality and interact tactfully with a wide variety of persons; (4) the ability to communicate with others, both orally and in writing; and (5) the capacity to employ this knowledge and ability in the resolution of problems.

Specialized Experience:

At least three (3) years of progressively responsible management and media relations experience is required.

Valued Qualifications and Experience:

A JD or LL.B degree or a postgraduate degree in public, business, judicial administration, or related field is preferred, but is not required. Experience in federal or state courts and a demonstrated record of administrative experience in the courts or other legal institutions are strongly valued. A preferred person possesses legal work experience defined as progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school, as follows:

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
11	0	No
12	1	Yes
13	2	Yes

EMPLOYEE BENEFITS:

Full-time employees are eligible for a full range of benefits to include 13-26 days of annual leave, based on years of service, 13 days of sick leave, and a minimum of 10 paid holidays per annum; retirement; Thrift Savings Plan; Federal Employees Health Benefits; Federal Employees Dental and Vision Insurance Program; Federal Employees' Group Life Insurance; flexible benefits; long-term care insurance; public transportation vouchers (SmartBenefits); and an onsite physical fitness facility.

CONDITIONS OF EMPLOYMENT:

United States citizenship is required.

The candidate must be able to pass a security clearance.

Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District Court for the District of Columbia. This Court strives to employ a workforce that reflects the diversity of the community it serves.